

## Health & Safety Policy

<b>Date last reviewed</b>	June 2017
<b>Committee Responsible</b>	LMR
<b>Designated member of staff</b>	Graham Griffiths
<b>Date of next review:</b>	June 2020

### STATEMENT OF INTENT

This policy has been developed in accordance with the requirements of the Health and Safety at Work etc Act (1974). It supplements the statements of health and safety policy which have been provided by Council of the London Borough of Richmond upon Thames. The general aims of these policy statements are accepted and the arrangements set out below are designed to implement the general aims of the school.

### GENERAL GUIDELINES

It is the policy of the Headteacher and Governing Body, so far as is reasonably practicable, to:

1. establish and maintain a safe and healthy environment throughout the school site;
2. establish and maintain safe working procedures among staff, *contractors* and students;
3. make arrangements for ensuring safety and eliminating risks to health in connection with the use, handling, storage and transport of articles and substances;
4. ensure the provision and currency of sufficient information, instruction and supervision to enable all employees and students to avoid hazards and contribute positively to their own health and safety. Also to ensure that access to health and safety training as appropriate is available;
5. maintain all areas under the control of the Headteacher and Governors in a condition that is safe and without risk to health and to provide and maintain means of access to and egress from that place of work that are safe and without risk
6. formulate effective procedures for use in case of fire and for evacuating the school premises;

7. ensure that there is an active school Health & Safety Committee with an opportunity for staff input;
8. ensure that record-keeping of safety checks, safety critical contracts, risk assessments etc. are adequate and accessible;
9. lay down procedures to be followed in case of accident, incident or near miss;
10. ensure that contractors receive suitable induction and follow safe systems of work.
11. teach safety as part of students' studies/duties where appropriate;
12. provide and maintain adequate welfare facilities and to make recommendations to Richmond upon Thames Council as appropriate.

### **RESPONSIBILITY OF THE HEADTEACHER AND GOVERNORS**

The Headteacher and Governors are responsible for implementing this policy within the school. In particular they will:

1. monitor the effectiveness of the safety policy and the safe working practices described within it;
2. review and amend this policy upon significant changes in staffing, working practices, site layout or external influences on the school. In the event of no significant change this policy will be reviewed ~~and amended~~ annually;
3. prepare an emergency evacuation procedure and arrange for periodic evacuation drills (normally ~~at least~~ once a term) to take place and for the results of these to be recorded;
4. make arrangements to draw the attention of all staff employed at the school to the school and departmental safety policies, codes of practice, procedures and any relevant safety guidelines and information issued by the Local Authority;
5. make arrangements for the implementation of the Local Authority's accident reporting procedure and draw this to the attention of all staff at the school as necessary;
6. make arrangements for informing staff and students, of relevant safety procedures. Other users of the school will be informed using appropriate means;
7. ensure that regular safety inspections are undertaken once a term;
8. ensure that the school Health & Safety Committee meets at least once a term;
9. arrange for the removal, repair or replacement of any item of furniture, fitting or equipment identified as being unsafe during the Health and Safety inspection;
10. report to the Site Manager any major defect in buildings or their surrounds which is identified as being unsafe and make such interim arrangements as are reasonable to control the risk identified.

N.B. The Headteacher and Governing Body will arrange to have aspects of maintenance which are under their direct control undertaken. They will report to the London Borough of Richmond upon Thames any situation identified as being unsafe which cannot be remedied within the financial resources available to them;

11. monitor, within the limits of their expertise, the activities of contractors (in liaison with staff of the Corporate Property Department if appropriate), hirers and other organisations present on site, as far as is reasonably practicable;
12. identify any member of staff having direct responsibility for particular safety matters and any member of staff who is specifically delegated to assist the Headteacher and Governors in the management of health and safety at the school. Such delegated responsibility must be defined as appropriate.

### **DUTIES OF THE PERSON DELEGATED TO ASSIST IN THE MANAGEMENT OF HEALTH AND SAFETY**

The delegated person is the Director of Finance and Operations, who shall:

1. assist the Headteacher in the implementation, monitoring and development of the safety policy within the school;
2. monitor general advice on safety matters provided by the Local Authority and other relevant bodies and advise on its application within the school;
3. advise or commission advice on the design and implementation of safe working practices within the school;
4. investigate any specific health and safety problem identified within the school and take or recommend (as appropriate) remedial action;
5. order that any unacceptable method of working shall cease on health and safety grounds pending further consideration by the Headteacher, Governors and others as appropriate;
6. co-ordinate regular safety inspections of the school and its activities and make recommendations on methods of resolving any problems identified;
7. co-ordinate the preparation of area specific risk assessments;
8. ensure that staff with control of resources (both financial and other) give due regard to health and safety;
9. Co-ordinate arrangements for the dissemination of information and for the instruction of employees, students, and visitors on safety matters and to make recommendations on the extent to which staff and others are trained.
10. manage the activities of contractors (in liaison with the Corporate Property Department and other sections of the London Borough of Richmond if appropriate), including site induction

and ensuring safe systems of work for short-term contractors and safe, legally-compliant working practice for long-term contractors such as cleaning and catering companies;

11. manage the activities of hirers and other organisations present on site, including formal agreements with regular or long-term hirers and other bodies.

## **RESPONSIBILITIES OF STAFF TOWARDS STUDENTS AND OTHERS IN THEIR CARE**

All staff are responsible for the health and safety arrangements in relation to staff, students, and visitors under their supervision. In particular, they will monitor their own work activities and take all reasonable steps to:

1. exercise effective supervision over all those for whom they are responsible, including students;
2. be aware of and implement safe working practices and set a good example personally; identify and assess actual and potential hazards and introduce procedures to minimise the possibility of incidents occurring ;
3. ensure that any equipment or tools used are appropriate to use and meet accepted safety standards;
4. provide understandable instructions, warning notices and signs as appropriate;
5. provide appropriate protective clothing and safety equipment as necessary and ensure that these are used as required;
6. minimise the occasions when individuals are required to work alone, particularly in hazardous situations or when undertaking potentially hazardous activities;
7. evaluate promptly and, where appropriate, take action to rectify reported shortcomings in health and safety provision;
8. include health and safety in the agendas of staff development and other meetings;
9. investigate and report accidents and near misses (an incident where personal injury could have occurred) and take appropriate corrective action to avoid recurrence;
10. provide adequate instruction, information and training in safe working methods and recommend/arrange as appropriate suitable training;
11. ensure that practices undertaken in their area of activity comply with guidance contained in school policy and procedure documents;
12. report health and safety concerns to the Director of Finance & Operations for further action if it is not possible to eliminate identified significant risks for whatever reason (temporary control of risk should be introduced if possible to minimise any potential for harm whilst further action is identified and taken).

N.B. When any member of staff considers that non-urgent corrective action is necessary but that action lies outside the scope of their authority, they should refer the problem to their Line Manager in the first instance.

## **RESPONSIBILITIES OF ALL EMPLOYEES**

All employees have a responsibility under the Health and Safety at Work Act 1974 to:

1. take reasonable care for the health and safety of themselves and of any person who might be affected by their acts or failure to act whilst at work;
2. co-operate with staff of the London Borough of Richmond upon Thames and others in assisting them to meet statutory requirements;
3. not interfere with or misuse anything provided by the employer to enable them to fulfil their obligations under health and safety law;
4. make themselves aware of safety rules, procedures and safe working practices;
5. be aware of and implement safe working practices and set a good example personally; identify and assess actual and potential hazards and introduce procedures to minimise the possibility of incidents occurring ;
6. ensure that any equipment or tools used are appropriate to that use and meet accepted safety standards;
7. provide understandable instructions, warning notices and signs as appropriate;
8. provide appropriate protective clothing and safety equipment as necessary and ensure that these are used as required;
9. minimise the occasions when individuals are required to work alone, particularly in hazardous situations or when undertaking potentially hazardous activities;
10. evaluate promptly and, where appropriate, take action to rectify reported shortcomings in health and safety provision;
11. include health and safety in the agendas of staff development and other meetings;
12. investigate and report accidents and near misses (an incident where personal injury could have occurred) and take appropriate corrective action to avoid recurrence;
13. provide adequate instruction, information and training in safe working methods and recommend/arrange as appropriate suitable training;
14. ensure that practices undertaken in their area of activity comply with guidance contained in school policy and procedure documents;
15. report health and safety concerns to the Site Manager for further action if it is not possible to eliminate identified significant risks for whatever reason (temporary control of risk should be introduced if possible to minimise any potential for harm whilst further action is identified and taken).

N.B. When any member of staff considers that non-urgent corrective action is necessary but that action lies outside the scope of their authority, they should refer the problem to their Line Manager.

**WHENEVER AN EMPLOYEE IS AWARE OF ANY POSSIBLE DEFICIENCIES IN HEALTH AND SAFETY ARRANGEMENTS SHE/HE MUST DRAW THESE TO THE ATTENTION OF THE SITE MANAGER.**

Please note the following:-

1. It must be realised that newly appointed employees could be particularly vulnerable to any risk and it must be ensured that all relevant health and safety matters are drawn to their attention at induction by their Line Manager.
2. Whilst it is a management responsibility to instruct employees in safe working procedures in relation to their posts and work places, employees may from time to time find themselves in unfamiliar environments. In such cases, the employee concerned should be particularly alert for hazards, and whenever possible, ensure they are accompanied by a person familiar with the environment or that they are advised of specific hazards.
3. All volunteer helpers and supply teachers will be expected, as far as reasonably possible, to meet the same standards required of employees.

## **RESPONSIBILITIES OF STUDENTS**

All students are expected, within the level of their knowledge and understanding, to:

1. exercise personal responsibility for the safety of themselves and others;
2. observe standards of dress consistent with safety and/or hygiene (this precludes unsuitable footwear, inappropriate jewellery, carrying knives and other items considered dangerous);
3. observe the safety rules of the school and in particular the instructions of the teaching staff in the event of an emergency;
4. use and not wilfully misuse, neglect or interfere with anything provided for safety purposes;
5. report accidents, incidents and potential hazards in line with school procedures.

N.B. The Governors and Headteacher will make students (and where appropriate parents and guardians) aware of these responsibilities through direct instruction, notices, letters, newsletters and the school handbook.

## **Visitors**

Visitors and other users of the premises (e.g. contractors and drivers of delivery/service vehicles) are expected to observe relevant safety rules whilst on the school site.

## **Lettings**

The Headteacher and Governors must ensure that:

1. the means of access and egress are safe for the use of hirers, and that all furniture and equipment made available for use by hirers is safe. If the Site Manager becomes aware of any hazard associated with the above, action must be taken to make hirers aware of it;
2. fire escape routes and exits are clearly marked for the benefit of unfamiliar users of the building, particularly during the hours of darkness;
3. hirers of the building are briefed about the location of the fire escape routes and fire alarm call points. Notices regarding emergency procedures should be prominently displayed;
4. hirers using any equipment or facility provided by the school are familiar with its safe use and, if necessary, briefed accordingly;
5. arrangements are made for checking the security and condition of the premises and equipment used after vacation by the hirer or his/her staff;
6. formal agreements are in place with regular or long-term hirers and other users.
7. hirers and other users are aware of procedures to report hazards and of their duty to report these.

## **Fire and Emergency Evacuation Procedures**

1. The school's procedures for fire and emergency evacuation are contained in the school health and safety file and in individual departments. Signs are posted in classrooms and other areas.
2. These procedures will be updated as appropriate.
3. The log book for the recording and evaluation of practice and evacuation drills is kept with the Site Manager.

## **Fire Prevention Equipment**

Arrangements are in place to regularly test the fire alarm and associated equipment. This testing includes regular visual inspection of fire extinguishers and physical testing of the fire alarm system. Essential maintenance identified as being necessary during testing is undertaken immediately after testing whenever possible.



## **First Aid and Accident Reporting Procedures**

1. First aid is available in the Main Administration Office (initial contact with Reception).
2. First Aiders and Appointed Persons are located in various areas of the school.
3. The Medical Room is located within the Main Administration Office area.
4. First Aid boxes are located in individual departments.
5. Names of First Aiders and Appointed Persons are displayed in individual departments. A list is provided in Part 3 of this document.
6. Accident reporting is normally undertaken at the time of first aid being administered. In the event of treatment being administered through the Medical Room the Official Accident/Incident Report Form must be filled in unless the injury is minor. In the case of minor injuries the First Aid Book must be filled in. All incidents (serious and minor) must be recorded in the First Aid Book. Departmental Incident Logs must be kept in Science with copies of all entries sent for inclusion in the First Aid Book at least termly. The Log should clearly indicate whether an incident was dealt with within the department (trivial injury) or if treatment was required in the Medical Room.
7. The person responsible for administering the accident reporting procedure, the notification of serious accidents causing death or major injury and dangerous occurrences is the Administration Manager. In practice this is delegated to the Welfare Assistant.
8. The first aid arrangements for off site activities are the responsibility of activity organiser, who is required to liaise with the Welfare Officer.

N.B. Any employee rendering first aid to the best of their ability is indemnified by the Council's insurance.